DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5230.11
DONIRM(C)
19 October 1989

SECNAV INSTRUCTION 5230.11

From: Secretary of the Navy

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) REVIEW PROGRAM

Ref: (a) Federal Information Resources Management Regulation (NOTAL)
 (b) DOD Instruction 7740.3 of 7 Feb 89 (NOTAL)
 (c) Public Law 97-86 (10 U.S.C. 2315), as amended (NOTAL)

Encl: (1) Definition of Terms

1. <u>Purpose</u>. To establish the Department of the Navy IRM Review Program.

2. <u>Cancellation</u>. SECNAVINST 10462.18.

3. <u>Definitions</u>. Enclosure (1) provides definitions of terms used in this instruction.

4. <u>Applicability and Scope</u>. This instruction applies to all Department of the Navy components and activities. Its scope includes all IRM activities subject to the Federal IRM Review Program described in reference (a), as implemented by the Department of Defense IRM Review Program described in reference (b). The management of computer resources defined as "mission-critical" per reference (c) is specifically excluded.

5. <u>Policy</u>. It is Department of the Navy policy to:

    a. Conduct periodic review and evaluations of IRM activities to ensure that these activities are being accomplished in an effective, economical, and efficient manner and that IRM policies, procedures, standards, and guidelines are being followed.

    b. Use the results of these reviews and evaluations of IRM activities to identify opportunities for increasing the usefulness of information, reducing costs, and generally improving Department of the Navy mission support.

    c. Prioritize and select IRM activities for review and evaluation based on mission impact, magnitude of resources involved, and potential vulnerabilities.

6. <u>Procedures</u>

    a. Department of the Navy shall develop and implement a comprehensive IRM Review Program to evaluate its IRM activities on a cyclical basis consistent with the Federal IRM Review Program and guidance issued by the Comptroller of the Department of Defense.

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b. The Department of the Navy IRM Review Program shall take maximum advantage of all ongoing evaluations of IRM activities. Examples include, but are not limited to, inspections, audits, information collection reviews, information system life-cycle management reviews, strategic planning reviews, commercial activity reviews, vulnerability assessments, internal control reviews, and financial management reviews.

c. The Department of the Navy IRM Review Program shall rely on existing internal management control mechanisms to follow up on recommendations and ensure their appropriate implementation or disposition.

7. Responsibilities

a. Department of the Navy Senior Official for IRM, shall be responsible for planning and execution of the Department of the Navy IRM Review Program.

b. Director, Department of the Navy Information Resources Management (DIRDONIRM) shall:

(1) Prepare a schedule of IRM reviews, conduct reviews of IRM activities, and provide other staff support as required by the Department of the Navy Senior Official for IRM; and

(2) Submit a report of planned IRM reviews, and report the results of the reviews, as required by the Comptroller of the Department of Defense.

c. Addressees shall participate in the Department of the Navy IRM Review Program as required by the Department of the Navy Senior Official for IRM.

8. Report. Report Control Symbol 0326-GSA-XX(5230) is assigned to this report and is approved for 3 years only from the date of this instruction.

J. Daniel Howard
Under Secretary of the Navy

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DEFINITIONS OF TERMS

Information Resources Management--the planning, programming, budgeting, organizing, directing, controlling, training, promoting, and other management activities associated with the acquisition, use, and reuse of information and related resources, such as personnel, funds, and information technology.

IRM Activity--Any task related to information resources management. Such activities include, but are not limited to, information collection and dissemination; reports, records, and forms management; data administration; life-cycle management of information systems; strategic planning; and the acquisition, use, and reuse of information technology.

Information Technology--Any product or service associated with information processing, regardless of the specific technology involved. Examples include, but are not limited to, computers, telecommunications, micrographics, reprographics, printing, and office automation.

"Mission-Critical" Computer Resources--the function, operation, or use of the computer resources involves intelligence activities; cryptologic activities related to national security; command and control of military forces; equipment that is an integral part of a weapon or weapons system; or is critical to the direct fulfillment of military or intelligence missions, except routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).